

MAINTENANCE & TRANSPORTATION COORDINATOR

PURPOSE AND NATURE OF WORK

The work of this class is primarily responsible for transporting senior citizens in a van and coordinating and performing minor building and grounds maintenance at the Senior Centers. Work is performed under the supervision of the Senior Center Coordinator and has supervisory responsibilities for employees engaged in grounds and building maintenance.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Coordination of transportation for scheduled activities at the Senior Centers. Assists passengers in and out of a passenger van; drives van from the Senior Centers to the passengers' homes and back; transports passengers to various locations as directed. Washes and cleans the van; regularly checks fluid levels under the hood; checks tires; refuels. Uses the van to run errands and picks up supplies. Plans, assigns, supervises, and assists employees engaged in some of the following: mows the lawn; plants and maintains flower beds; trims trees and shrubs; removes weeds; rakes leaves; picks up paper and trash in the yard; sweeps porches and sidewalks; cleans the bus stop adjacent to the Centers. Strips, mops, and waxes floors; cleans carpets; empties trash. Changes light bulbs; mends or replaces torn screens; paints; does minor plumbing; performs other minor maintenance work; maintains adequate inventory. Schedules and plans for preventive maintenance of the Senior Centers in cooperation with facility maintenance or outside contractors. Plans repairs and improvements in coordination with the Senior Center Supervisor to minimally disrupt activities.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operation of a passenger van.
Knowledge of laws governing the operation of a motor vehicle.
Knowledge of the materials, methods, techniques and equipment used in the maintenance and minor repair of Senior Centers.
Some knowledge of grounds maintenance and gardening.
Ability to plan and direct the work of subordinate workers performing maintenance tasks.
Ability to effectively communicate orally with senior citizens in a tactful and courteous manner
Ability to understand and follow instructions

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school and experience in building and grounds maintenance and safe driving experience operating a passenger van; or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of the appropriate class commercial driver's license, as required by the State of Louisiana.